

May 19, 2004

Cameron McDonald  
Mailcode:WST-3  
RCRA Enforcement Office  
U.S. Environmental Protection Agency  
75 Hawthorne Street  
San Francisco, CA 94105

Dear Ms. McDonald:

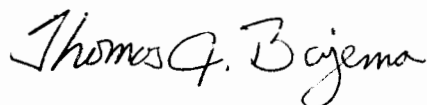
This letter is in reference to the warning letter issued by your department dated April 21, 2004. Regarding potential violations at our facility at 10747 Patterson Place, Santa Fe Springs, CA 90670.

In response to the labeling and aisle space concerns in our hazardous waste storage area. As indicated in your report we responded immediately to both the aisle space and label visibility issues by marking aisle space and directing hazardous waste labels outward where they can be easily read. At your suggestion we are underway with construction of a new hazardous waste storage area. We have chosen a location, designed the storage area and secured a licensed contractor and are in the process of having underground utilities identified before excavating the area. The project is expected to be complete by mid June. In the interim we've maintained the aisle space and label visibility and developed a standard operation procedure for hazardous waste accumulation and storage (BPSOP H-6.50 & Exhibit 1650 attached).

Regarding personnel training, we took this opportunity to revise our training standard with regard to employee training overall (BPSOP TR-9.10 attached). As well as developing a training program specific to hazardous waste accumulation, handling and storage for our employees that perform that function in our facilities (BPSOP TR-9.10 Exhibit 21910 and Exhibit 21910P-01 attached). In addition written job descriptions for our employees that work with the hazardous waste have been developed and implemented (tank farm lead person and maintenance lead person job descriptions, attached).

As a company, Brenntag Pacific is deeply committed to protection of the environment, safety, health, and regulatory compliance. We take these issues very seriously. It is our intention to strive to improve our operations.

Sincerely,



Thomas J. Bajema  
Director of Operations  
Brenntag Pacific, Inc.  
10747 Patterson Place  
Santa Fe Springs, CA 90670

HEADQUARTERS

10747 PATTERSON PLACE  
SANTA FE SPRINGS, CA 90670  
562-903-9626  
FAX: 562-903-9622

1888 NIRVANA AVE.  
CHULA VISTA, CA 91911  
619-421-6601  
FAX: 619-421-1127

4672 E. DRUMMOND ST.  
FRESNO, CA 93725  
559-268-4571  
FAX: 559-268-0619

751 105th AVE.  
OAKLAND, CA 94603  
800-333-7965  
FAX: 510-638-0671

450 EXCHANGE RD.  
ODGEN, UT 84401  
801-627-4540  
FAX: 801-393-0267

10021 63<sup>RD</sup> AVE NW  
DICKINSON, ND 58601  
701-225-8760  
FAX: 701-227-3400

1353 TAYLOR PLACE  
BILLINGS, MT 59101  
406-248-3131  
FAX: 406-248-1237

Standard Operating Procedure			
Procedure Number:	BPSOP	H-6.50	Page 1 of 1
Department:	Operations	Effective Date:	5-10-04
Approved By:	Regional Operations Committee	Revision Date:	initial
Subject:	Hazardous Waste Accumulation and Storage		

**Purpose:**

To promote safe and environmentally responsible handling of hazardous wastes by establishing minimum standards pertaining to the accumulation and storage of hazardous wastes at Brenntag Pacific facilities.

**Scope:**

This standard describes minimum standards for hazardous waste storage area construction, maintenance and inspection.

**Standard:** (Note: waste storage areas must meet all applicable Federal, State and local standards)

- The area is away from hazards such as ignition sources, occupied areas.
- More than 50 feet from property lines or building openings (under most conditions).
- Paving is sturdy, compatible with waste, and in good condition. (New construction shall include an impervious membrane under hard paving)
- Area is contained, has the capacity to hold at a minimum the contents of the largest container.
- Incompatibles are physically segregated with in their own containment cells.
- The area is located in a secure location, away from the general public.
- Aisle space between containers must be maintained so that containers and waste labels can be visually inspected and emergency equipment access (3' minimum).
- Adequate spill control equipment is immediately accessible.
- Adequate fire extinguishing equipment is immediately accessible.
- Communication equipment must be accessible, such as phone or in plant radio.
- The area must be marked with the following signage:
  - "Hazardous Waste Area Unauthorized Personnel Keep Out"
  - "Flammable No Smoking Within 50 Feet" (as applicable)
  - NFPA signage reflecting the ratings of the waste contained within.
- The area must be inspected at least weekly and inspection documented and retained for a minimum of 3 years from date of inspection (see Exhibit 1650 of this standard).

BPSOP	H-6.50	Exhibit	1650	Page 1 of 1
Effective Date:	5-10-04	Revision Date:	Initial	
Department:	Operations	Approved by:	Regional Operations Committee	
Subject:	Weekly Hazardous Waste Area Inspection Report			

Date:	Time:	Inspected by:	Comment:
	Unsatisfactory requires prompt corrective action	S	U
W-1	Waste properly segregated.		
W-2	Aisle space adequate for inspection and emergency equipment (3' minimum).		
W-3	Containers properly labeled and marked. (EPA and DOT markings and labels).		
W-4	Accumulation start date filled in.		
W-5	All containers sealed tightly.		
W-6	All containers free from damage and deterioration.		
W-7	Pallets are in good condition, no protruding nails, broken boards.		
W-8	No evidence of leaks or spills, odors or vapors.		
W-9	Check stacking for stability.		
W-10	Check signage.		
W-11	Check accumulation start date must not exceed 90 days.		
W-12	Check fire extinguishers for charge and test date.		
W-13	Check seal on spill control drum.		
W-14	General housekeeping.		
# Of Containers		Comments:	

[illegible]

Standard Operating Procedure			
Procedure Number:	BPSOP	TR-9.10	Page 1 of 1
Department:	Operations	Effective Date:	5-10-04
Approved By:	Regional Operations Committee	Revision Date:	Initial
Subject:	Employee Training		

**Purpose:**

As a company deeply committed to the safety and health of our employee's, customers and the general public, Brenntag Pacific realizes the importance of adequate training for all it's employee's relevant to the tasks they perform. This policy is designed to identify the need and outline the minimum standards and frequency for each regulatory and/or company required training program.

**Scope:**

The attached exhibits include training programs designed to satisfy specific regulatory requirements, product handling requirements and/or equipment usage. Because of the varied tasks that each employee may perform in the course of his or her duties, the determination for selecting an employee for a particular training program will be based on their particular job description and tasks performed. This will be the responsibility of The Branch Operations Manager responsible for the primary location the employee reports to, or the District Operations Manager in his/her absence. The determination will be made at the time of the new employee orientation and/or before an employee changes job descriptions and/or regulated tasks performed. Training must be completed before the employee may work unsupervised. Consult each individual training program for specific requirements.

**Documentation:**

Local training log, each Brenntag Pacific branch location will keep a file specific to the training of each employees of that branch, the file will consist of:

- The employee's current written job description.
- A complete and current, Form 910A of this standard showing required training for each employee.
- A complete and current Form 910B of this standard showing completed training dates for each employee.

In addition a file shall be kept for each employee, this file will consist of completed training programs with course outline, copies of any tests, sign up sheets or certifications. At a minimum the information shall include the date and location, content and duration of the training, the instructors name and affiliation. All tests and certifications must include the title of the training program, a valid passing score and the students name and date of testing.

BPSOP	TR-9.10	Exhibit	21910	Page 1 of 3
Effective Date:	5-10-04	Revision Date:	Initial	
Department:	Operations	Approved by:	Regional Operations Committee	
Subject:	Hazardous Waste Generator Training			

**Purpose:**

It is the goal of Brenntag Pacific to handle hazardous waste in a safe and environmentally responsible manner, to minimize the chance of incident or injury. It is our mission, through training and education to achieve this goal.

**Scope:**

This training program is designed to satisfy the training requirements of 40 CFR 265.16 and 22 CCR 66265.16 for employees participating in hazardous waste accumulation and interim storage at Brenntag Pacific facilities.

**Requirements:**

Facility personnel must successfully complete a program of classroom instruction or on-the-job training that teaches them to perform their duties in a way that ensures the facility's compliance with the regulatory requirements. The owner or operator must ensure that this program includes all the elements described below. **This program must be directed by a person trained in hazardous waste management procedures**, and must include instruction which teaches facility personnel hazardous waste management procedures (including contingency plan implementation) relevant to the positions in which they are employed. At a minimum, the training program must be designed to ensure that facility personnel are able to respond effectively to emergencies by familiarizing them with emergency procedures, emergency equipment, and emergency systems, including where applicable:

- Procedures for using, inspecting, repairing, and replacing facility emergency and monitoring equipment;
- Key parameters for automatic waste feed cut-off systems.
- Communications or alarm systems;
- Response to fires or explosions;
- Response to ground-water contamination incidents; and shutdown of operations.

**Initial Training:**

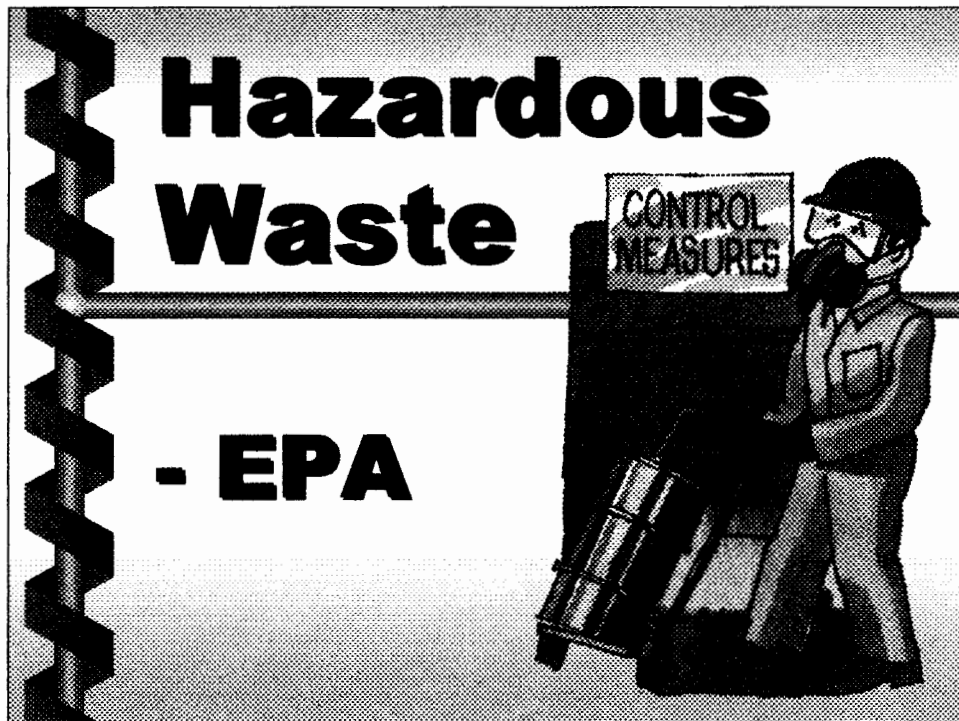
Initial training must be completed within 90 days of initial assignment, and under no circumstance shall an untrained employee perform these duties without the direct supervision of an appropriately trained individual.

**Retraining Frequency:**

An annual review of the training must be performed.

**Overview:**

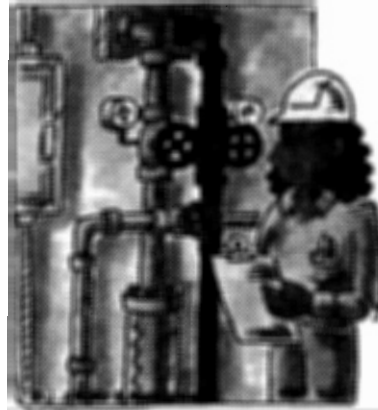
This program will cover the following subjects specific to the facility the hazardous waste employee is assigned.



BPSOP TR-9.10 Exhibit 21910P-01

# **Facility emergency monitoring equipment**

- ❖ **Use**
- ❖ **Inspection**
- ❖ **Repair**
- ❖ **Replacement**



## **Facility emergency monitoring equipment**

### **❖ Frequently test and maintain:**

- **Communications systems**
- **Alarm systems**
- **Fire protection equipment**
- **Spill control equipment**
- **Decontamination equipment**

1b

**Communications:** The primary communication system for hazardous waste emergencies is the in plant Motorola radios. Radios checks are to be performed at the beginning of each shift. Non functional radios must be turned in to the Operations Secretary for repair immediately and obtain a loaner radio. **Alarm systems:** Currently there are no alarm systems in the hazardous waste area.

**Fire Protection:** Fire protection consists of 2-30# ABC extinguishers located at the northwest and southwest corners of the storage area. These extinguishers are to be inspected monthly and recharged annually per our maintenance schedule.

**Spill control equipment:** Spill control equipment must be maintained adjacent to the northwest corner of the waste storage area, this equipment must be inspected weekly as part of the waste area inspection.

**Decontamination equipment:** Decontamination equipment is located in the response shed and maintained per table 2.1 of the SFS CCP.



## **Communications/Alarm systems**

❖ **Immediate access to alarm system is required whenever hazardous waste is:**

- **Poured**
- **Mixed**
- **Spread**
- **Otherwise handled**

3a

The employee must have an operable in plant radio when working in the waste storage area.

## **Communications/Alarm systems**

- ❖ **An employee working alone must be able to summon external emergency assistance**



3b

Review Section II-2 of the SFS Consolidated Contingency Plan.

# **Responses to fires and explosions**

## **❖ Contingency plans for:**

- **Fires**
- **Explosions**
- **Unplanned releases**



4a

Review Section II-2 of the SFS Consolidated Contingency Plan.

## **Responses to fires and explosions**

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### **❖ Outlines arrangement with:**

- Police**
- Fire**
- Hospitals**
- Contractors**
- Other response authorities**

4b

Review Section III-3 of the SFS Consolidated Contingency Plan.

# Responses to fires and explosions

## ❖ List:

- Names of emergency coordinators
- Available emergency equipment
- Facility evacuation procedures



4c

Review Section II-2 of the SFS Consolidated Contingency Plan.

## **Ground water contamination incidents**

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- ❖ **Ground water monitoring program must determine facility's impact on quality of ground water**
- ❖ **Report ground water contamination and monitoring data to Regional Administrator**

5a

Review Section II-4, and III-2 of the SFS Consolidated Contingency Plan.

## **Operation shutdown**

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- ❖ **If operation stops because of fire, explosion, or release, monitor for:**
  - **Leaks**
  - **Pressure build-up**
  - **Gas generation**
  - **Ruptures in valves, pipes, or other equipment**

6a

Not applicable



## **Waste Container Labeling**

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- ❖ **Each container containing hazardous waste must be labeled with an approved EPA compliant hazardous waste label**
- ❖ **Completed per the BP sample template for the particular waste stream**
- ❖ **Accumulation start date filled in**

Demonstrate completion of a hazardous waste label for a RCRA waste from our BP template





## **Waste Container Labeling (Continued)**

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- ❖ **Marked with indelible ink**
- ❖ **Any required DOT hazard warning labels must be placed in close association the the EPA waste label**
- ❖ **Placed on the container so it can be easily read when placed in the hazardous waste storage area**
- ❖ **Maintained in legible condition at all times**



## **Storage Area Requirements**

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- ❖ **Hazardous waste must only be kept in the approved waste storage area**
- ❖ **Aisle space must be maintained to allow inspection of containers as well as emergency equipment access**

Explain where your facility's waste storage area is located



## **Waste Area Inspections**

- ❖ **Waste area inspections must be conducted weekly and include:**
- ❖ **Inspections of the containers relative to condition and leakage**
- ❖ **Inspection of the labels (labels must be visible)**

Review a copy of your facilities waste area inspection form

## **Manifesting**

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- ❖ **Manifests are to be supplied by our waste disposal contractor**
- ❖ **Compare manifest against container labels and verify container count**
- ❖ **Review manifest for completion before signing**

Demonstrate the proper completion of a waste manifest.



## **Accumulation**

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- ❖ **Although we are permitted to keep a hazardous waste container 90 days from the time the first waste is placed in the container. It is the policy of Brenntag Pacific to have hazardous waste picked up approximately every 60 days**

Under no circumstances are waste containers permitted to be kept longer than 90 days.



## **Questions?**

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❖ **Please review your hand outs**

❖ **Any questions?**

❖ **Comments?**

❖ **Concerns?**

❖ **Suggestions?**

Solicit and answer any questions, if you are not sure of an answer tell your student you'll get back to him or her, and refer the question to a competent authority.

Circulate sign up sheet for signatures, make sure everyone has signed and dated.

Dismiss class.

**Job Description**  
**L.A. Basin**  
**Tank Farm Lead Person**

**Employee Name:** \_\_\_\_\_

**Category:** Member Local Union # 578

**Reports to:** District Operations Manager

**Reporting Location:** Santa Fe Springs, CA

**Duties and Responsibilities:**

- Oversees and performs repackaging, mixing and blending operations.
- Oversees and monitors tank farm safety and production.
- Schedules tank farm production.
- Performs inspections relating to the tank farm.
- Performs facilities hazardous waste storage and handling duties.
- Other tasks as assigned by management.

**Qualifications:**

- 21 or over.
- Must have good driving record.
- Must show mechanical aptitude
- 2 years experience in chemical repackaging or a related position.

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Print name: \_\_\_\_\_ Print name: \_\_\_\_\_  
Revised 4/30/04

**Job Description**  
**L.A. Basin**  
**Maintenance Department Lead Person**

**Employee Name:** \_\_\_\_\_

**Category:** Member Local Union # 578

**Reports to:** District Operations Manager

**Reporting Location:** Santa Fe Springs, CA

**Duties and Responsibilities:**

- Oversees and perform facilities, predictive and preventative maintenance.
- Oversees and performs facilities maintenance and repair.
- Performs facility and equipment audits and inspections.
- Purchases maintenance supplies and equipment.
- Performs facilities hazardous waste storage and handling duties.
- Other tasks as assigned by management.

**Qualifications:**

- 21 or over.
- Must have good driving record.
- Must show mechanical aptitude
- 2 years experience in a plant maintenance or related position.

Accepted by: _____	Date: <table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>	Approved by: _____	Date: <table border="1" style="display: inline-table; width: 50px; height: 20px;"></table>
Print name: _____		Print name: _____	